

CEHEC-IM

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

OM 25-1-102

Memorandum
No. 25-1-102

28 December 2005

Information Management
POLICY ON CELLULAR PHONE, ARMY APPROVED PDA AND
PAGER MANAGEMENT

1. Purpose. This Office Memorandum (OM) establishes policy and guidelines for the acquisition, maintenance, and control of all cellular phones, Army approved PDA devices (ex. BlackBerry devices), and pagers and the airtime used to conduct official government business using these devices.

2. Applicability. This memorandum applies to offices within Headquarters, US Army Corps of Engineers (HQUSACE) and the Office of the Chief of Engineers (OCE).

3. Distribution Statement. Approved for public release; distribution is unlimited.

4. References.

a. AR 735-5, Policies and Procedures for Property Accountability

b. AR 25-1, Army Knowledge Management and Information Technology Management

5. Policy.

a. Cellular phones, Army Approved PDA devices, and pagers are tools used to efficiently meet mission requirements and to maintain continuity of operations. The purchase of cellular phones, Army Approved PDA devices, and pagers and the associated airtime for use of these devices will be kept to the minimum necessary to facilitate the performance of the mission of the office. The decision as to which personnel are authorized this equipment is made by supervisors within the particular office. Purchase of these items for personal use is not authorized; however, an exception is made for use of government-issued devices during personal emergencies.

b. All personnel assigned cellular phones, Army Approved PDA devices and/or pagers are to be briefed on this policy and the specifics of the plan that applies to the device being used

by the directorate or separate office Telecommunications Point of Contact (POC). Those assigned one of these devices will be asked to sign a statement of understanding (sample at Appendix A) regarding the proper use of the equipment. If a user abuses the limits of the plan in any way, that user should be counseled about abuse. In addition, the user may be held accountable for payment of the additional charges. If the abuse continues, the use of the device may be discontinued and the user could be disciplined under appropriate civil/military regulations. Abuse will be examined on a case-by-case basis.

c. Each directorate or separate office should appoint a Telecommunications POC who will work with the CEHEC-IM Telecommunications Service Control Officer (TSCO). This POC should understand the regulations and policies governing the purchase and use of the cellular phone, Army Approved PDA devices, pagers and the service accompanying each of these devices, and will serve as a liaison with the TSCO in CEHEC-IM. Purchase of these devices in each directorate or separate office should be coordinated with the Telecommunications POC to ensure compliance with current policy and regulation. Each separate office in Headquarters ordering the cellular phones, Army Approved PDA devices or pagers is responsible for purchasing and maintaining the service for these devices.

d. Cellular phones, Army Approved PDA devices and pagers are accountable property. They are shipped to the Property Book Officer to allow bar coding before activation. All non-essential cellular phones, Army Approved PDA devices, and pagers will be identified by management and turned over to the appropriate Telecommunications POC along with a request for the cancellation of the accompanying service. Any lost, damaged, destroyed, stolen, or excessed device must have appropriate documentation (DA 4697, ENG Form 4900, or DA Form 3161) to account for the property IAW AR 735-5. Additionally, any person retiring or leaving the HQUSACE or OCE must coordinate with the local Telecommunications POC to ensure proper handling of the device. If the directorate or separate office does not wish to reassign the device within, then the device will be transferred to the Telecommunications POC.

e. Safeguarding the use of cellular phones, Army Approved PDA devices, and pagers will be the responsibility of the individual to whom the device is assigned. Each employee must safeguard the equipment in their possession. If the device is lost or stolen, and it is determined that the user did not properly control access to the device, the user could be held liable for cost and/or replacement of the device.


6. The CEHEC-IM TSCO is responsible for reviewing any request for exception to this policy. Requests will be considered on a case-by-case basis. Requests for exception must document justification for the exception.

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7. This policy will remain in effect until superseded. Proponent for this Memorandum is CEHEC-IM.

FOR THE COMMANDER:

Appendix A
Receipt of Cellular Phone /
PDA / Pagers


JOHN R. McMAHON
Colonel, Corps of Engineers
Chief of Staff